



CLEVELAND FEDERAL EXECUTIVE BOARD

2004 ANNUAL REPORT



Mission

The mission of the Cleveland Federal Executive Board (CFEB) is to promote unity of purpose among Federal agencies to better service our community and our employees.

Vision

The Cleveland Federal Executive Board will promote enhanced communication, cooperation, and collaboration, crossing agency lines to provide cohesive high-quality, coordinated Government services and information to our community. The Cleveland Federal Executive Board will also promote a safe productive work environment for our employees.

POLICY COMMITTEE

The Cleveland Federal Executive Board is governed by the Policy Committee. Listed below are the 2004 officers and members of the Policy Committee.

Chairperson

Kathy Ainsworth
District Manager
United States Postal Service

Vice Chairperson

Gregory A. White
United States Attorney
Office of the United States Attorney

Members

Charles Allaman
Manager, Traffic Control Tower
Federal Aviation Administration

William D. Montague
Medical Center Director
Cleve. Dept. of Veterans Affairs Medical Center

Michael A. Bilinovich
Special Agent-In-Charge
United States Secret Service

RADM Robert J. Papp, Jr.
District Commander, USCG
Ninth Coast Guard District

Dr. Julian M. Earls
Director
NASA Glenn Research Center

Robert Schloedorn
Acting Director
Dept. of Veterans Affairs Regional Office

Peter J. Elliot
United States Marshal
United States Marshals Service

Geri M. Smith
Clerk of Court
Northern District Court of Ohio

Michael Gonzales
Cleve. Commissioner's Rep
Internal Revenue Service

Ken Sweitzer
Acting Director
DFAS – Cleveland Center

Gary Klein
Acting Special Agent-In-Charge
Federal Bureau of Investigation

Ex-Officio Members
LTC Michael D. Hoskin
Commander
Defense Contract Management Agency

Gary M. Klinger
Manager, Cleve. Air Route Control Ctr.
Federal Aviation Administration

Michael W. Springer
Director
General Services Administration

FEB Staff

Michael Goin, Executive Director
Simone Johnson, Administrative Assistant

Advance the Administration's Goals and Initiatives

Emergency Preparedness

- Working with members of the FBI, the Cleveland Federal Executive Board (CFEB) facilitated improvements in the process of sharing unclassified information with the Policy Committee and the 90+ federal agencies associated with the CFEB. The process utilized the CFEB's Security- Intelligence Sub-Committee, to facilitate regular reporting of relevant information.
- The CFEB hosted a Tabletop Exercise "Steadfast Response" designed by FEMA/GSA. The exercise included participation from 46 individuals representing 22 agencies and the Columbus, Ohio FEA. Participants were divided into groups based on their COOP experience. Each group was given a video based emergency scenario to which each responded. The exercise gave participants an opportunity to experience, first hand, the importance of a COOP plan. More importantly, it provided insight and guidance that can be used to develop specific action plans to address actual interruptions in services provided by their respective agencies.



The CFEB hosted a presentation by Mr. Kenneth L. Morckel, Director Ohio Department of Public Safety, and Chair, State of the Ohio Security Task Force. Mr. Morckel presented on "Homeland Security". The presentation provided an overview of the connections and coordination efforts of Local, State, and Federal agencies to deter terrorism and treats. The presentation also identified resources needed and planned system improvements.

- Working with the CFEB's Security Committee and members of the FBI, the CFEB hosted a presentation on Weapons of Mass Destruction (WMD). The presentation provided clarity on what is considered a WMD as well as an overview of agencies serving in a leadership role. Each attendee was provided an understanding of their role in the prevention and deterrence of threats.
- The CFEB collected and maintained emergency contact data of CFEB participating agency's leadership to assist OPM in meeting its emergency contact requirements.
- The CFEB distributed 10 emergency communication notices to the CFEB's 90+ member agencies.

- The CFEB's Emergency Preparedness Committee provided monthly updates on emergency programs that impact the safety and security of federal employees. The committee identified and resolved issues and concerns impacting the readiness of emergency programs. During FY2004, the committee updated the emergency dismissal guide, the occupant emergency plan (A.J. Celebrezze Federal Building), and the development of COOP plans and training exercises.

Human Capital

- The CFEB distributed OPM memos and information to member agencies regarding hiring flexibilities, SES Pay for performance changes and other related topics.
- The CFEB assisted federal agencies with position notification by distributing 25 vacancy announcements to its member agencies. The distribution was designed to keep agencies informed on available opportunities and to assist agencies with employee recruitment and retention.
- The CFEB sponsored a College Fair designed to encourage federal employees' continuous learning. The event attracted 15 local colleges and universities and was attended by over 300 federal employees. The college representatives reported that 30% of those who attended scheduled follow-up appointments.

Combined Federal Campaign

NEOCFC CAMPAIGN RESULTS	
FY2004 Campaign Goal	\$1,800,000
FY2004 Final Result (audited)	\$1,850,381

- The CFEB conducted its annual agency census on the federal presence in Northeast Ohio. The purpose of the census was to acquire the most accurate demographic information on federal agencies located in the surveyed area. The collected information was used to assist the CFC in planning its FY2004 campaign. Additionally, the information was used to update the CFEB's emergency contact data.

Cleveland Federal Community Leadership Institute (CFCLI)

- In partnership with NASA and the VA Medical Center, the CFEB facilitated a nine-month development program designed to assist the federal community with leadership development and community involvement. The nine-month program includes monthly topics to expose participants to and connect them with the non-profit community, academia, and senior federal leadership. Additionally, participants are organized in groups and tasked with identifying and developing projects and programs capable of addressing and resolving current issues faced by the community, to include issues impacting local, county, state, and federal organizations. In June of 2004, the program celebrated its 8th graduating class, graduating 22 individuals representing 9 federal agencies. Additionally, the program requires each participant to complete a minimum of 4 volunteer hours on community related projects. In 2004, participants contributed over 100 volunteer hours completing community projects. Similar leadership programs cost an average of \$2,500 per participant, providing a cost savings of over \$38,500.

E-Government

- In 2004, the CFC, working with the NASA Glenn Research Center (GRC), implemented an on-line pledging system (e-way) to streamline the overall process and reduce associated campaign cost. In 2004, 75% of the donations pledged during the GRC campaign utilized the e-way system. System benefits include: reduced printed materials, elimination of calculation errors and invalid code use, real-time reporting and tracking, and improvements in overall campaign efficiency. Additionally, the system provided the capability of after-hours, weekend, and holiday pledging. The reductions in direct cost and improvements in efficiency, help the campaign realize a cost saving of over \$12,000.

FEB Conference

- Executive Director participated in the September 2004, OPM Workforce Conference. In an effort to facilitate improvements in the CFEB's operations, FEB best practices identified at conference, were incorporated into existing CFEB projects and programs.

Create and Advance Local Initiatives



Harvest for Hunger Campaign: On June 22, 2004, the Cleveland FEB was presented with a certificate of appreciation by Cleveland Mayor Jane Campbell and Patricia Kennedy Scott of Kaiser Permanente of Ohio. The certificate “Harvest for Hunger 2004 Gold Award” is given to campaigns donating between

\$15,000 - \$19,999. The CFEB was credited with donating over \$18,000 and 4,000 lbs of food to help provide meals for the hungry in Cleveland’s Communities. The 2004 campaign included special involvement from the 2004 Cleveland Federal Community Leadership Institute program participants, who assumed a leadership role in the management and execution of the campaign. The CFCLI participants evaluated the campaign and provided lessons learned which will be used to improve the 2005 campaign.

Combined Federal Campaign

- Executive Director provided a briefing on the CFEB’s role in federal workplace fundraising to local non-profit agencies. The goal of the one day workshop was to alleviate issues that arise during the campaign’s application process. The workshop included a presentation from the FY2004 PCFO. Approximately 15 charitable agencies seeking inclusion in the 2005 campaign attended.
- The CFEB staff assisted the PCFO in the Loaned Executive (LE) recruitment process. Eight loaned executives were recruited to manage the eight county Northeast Ohio campaign.
- During the campaign, Loaned Executives (LE) participated in several volunteer opportunities, in 2004 LE’s donated an estimated 200 volunteer hours on various projects (e.g., soup kitchens, days of caring, homeless shelters).
- The CFEB and CFC office held a campaign social to brief federal agencies and the non-profit community on the goals set for the 2004 campaign. Held at the Coast Guard Club, over 200 individuals attended.

- The CFEB staff assisted the PCFO in planning and conducting its campaign kickoff and agency fair held at the A. J. Celebrezze Federal Building. The event included 25 charitable agencies and several agency speakers. The centralized kickoff allowed smaller agencies the opportunity to participate, avoiding the time and resource expenses associated with holding separate kickoffs. The 6 hour event was attended by nearly 900 individuals. Additionally, since the event was held in a public area this allowed non-federal employees the opportunity to witness firsthand federal employees' commitment to charitable causes.
- On January 22, 2004, the CFC held its annual awards ceremony to recognize federal agencies that ran model campaigns. The award categories were organized in a manner that ensured smaller agencies received equitable recognition during the event.

Annual Read-In

- In an effort to encourage reading, the CFEB organized its annual read-in to children. The event included federal leaders from 7 federal agencies who read short stories to children from the city of Cleveland. Approximately 25 kids between the age of 5 and 12 attended the read-in. Additionally, several books were donated to attendees.

Career Information Fair

- On December 12, 2003, The CFEB held its annual career information fair to highlight federal employment to high school students. This annual fair accomplished both goals set for the year. First, to expose students to the world of career possibilities available in federal service and secondly, it allowed prospective employers from local Federal Government agencies the opportunity to meet students and become more aware of their high school programs and their ability to prepare students for future employment opportunities. In an effort to provide a meaningful experience, students were supplied standard interview questions and given the opportunity to participate in mock interviews with agency representatives. The event was held at Martin Luther King J. Law and Public Service Magnet High School, located in Cleveland, Ohio.

Federal Employee Donor Recruitment Campaign

- The CFEB partnered with the American Red Cross/Marrow Donor Program to: increase the number of Federal Employees donating life-saving blood and blood products, collect at least 200 pints of blood per bloodmobile series, add at least 200 potential marrow donors to the National Marrow Donor Program Registry, and give HOPE to patients and patients' families through blood and blood product donations. In 2004, the federal community was credited with donating over 1900 units of blood and the identification of 152 potential marrow donors. The estimated value of the combined donations was over \$364,000.

Public Service Recognition Week



In celebration of public service recognition week, the CFEB's (Recognition and Awards Committee) organized the annual awards ceremony, "Wings of Excellence". The 2004 recognition and awards program recognized 65 federal employees from 14 different agencies. The program showcased individuals who served as role models in federal service and routinely contributed above and beyond their stated duties. The program also included guest speaker, Dr. Jacob Lozada, special assistant to the OPM director for diversity. During his keynote address, Dr. Lozada stressed the importance of values and high ethical standards. The ceremony was attended by more than 400 federal employees.

Limited English Brochures

- The CFEB's Limited English Proficiency Committee, lead by EEOC, developed brochures designed to assist non-English speaking individuals with understanding their rights. The brochures were distributed to different ethnic groups and communities to serve as a guide and assist residents with understanding benefits and services available from government agencies and other organizations. The brochures are now available in multiple languages, to include: English, Spanish, Russian, Arabic, Japanese, Chinese, Croatian, Korean and Vietnamese. The brochures will be converted into a PDF format to increase their availability. Future plans include increased distribution throughout the federal community.

Hate Crimes Conference

- In partnership with the FBI, the U.S. Attorney's Office, and the Northern Ohio Hate Crimes Working Group (NOHCWG), The CFEB's Community Relations Committee partnered to assist in hosting the 3rd Annual "Stand Against Hate Crimes" Conference. The free, 3-day Conference focused on Civil Rights, National Security, Multi-Cultural Experiences, and Understanding Issues and Working Towards Change. The 3-day conference included nationally recognized speakers and subject matter experts, the conference drew more than 300 individuals from across Northeast Ohio. The estimated value of the conference was over \$50,000.

Interagency Mediation Group (IMG)

- In 2001, the CFEB created a program to assist agencies in resolving disputes prior to reaching the hearing stage. The program is designed to supplement, but not replace, other dispute resolution procedures in place. The goal of the program is to resolve workplace disputes in the Cleveland area, however in 2004, several request were received outside the Cleveland area. IMG mediators are federal employees who are trained in mediation and who have experience in labor and employment law. In 2004, the program resolved 11 complaints, saving an estimated \$177,584 (based on Audit Agency review cost)

Congressional Staff Day

- On April 28, 2004, the CFEB's Community Relations Committee in partnership with, VA, VARO, DHS Customs, the FBI, EEOC, and the U.S. Marshals hosted a day long briefing for 15 Congressional staff representatives. The briefing included presentations from each participating agency, providing staffers with an overview of each agency's mission and any challenges. The briefing included a tour of VA's medical facility, highlighting modifications and changes designed to improve patient care. The goal of the briefing was to raise congressional leaders' awareness of federal agency's contributions and challenges.

Retirement Seminars

- In FY04, the CFEB coordinated 2, 2-day pre-retirement seminars, CSRS and FERS. A total of 350 employees attended the two seminars. The total cost saving for the seminars combined is estimated at \$26,250

Senate Oversight Briefing

- On August 10, 2004, the CFEB hosted a briefing conducted by, John Salamone, staff member and Dora Pruce, District Director from Senator George Voinovich's office. The briefing updated 25 federal leaders on legislation impacting the federal workforce. The briefing included updates on, Senate Bill 610, NASA Workforce Flexibility Act, Senate Bill 765, Presidential Appointments, Senate Bill 1522, GAO Human Capital Reform Act, and Senate Bill 1683, Federal Law Enforcement Pay and Benefits Equity Act. The briefing also allowed agency leaders the opportunity to provide feedback on specific agency issues and concerns.

Provide Information, Referrals and Guidance for Intergovernmental & Community Outreach.

Smoke-Free Information Day: This event provided both Government employees and members of the community with information concerning protecting children and others from secondhand smoke.

Open Season Health Benefits Fair: Held November 17, 2003, this event allowed federal employees the opportunity to become better informed on services available from health care benefit providers in the Cleveland and surrounding areas and assist them in their benefits selection for the upcoming year.

Property Disposal Seminar: On September 16, 2004, GSA Personal Property Management Team provided free training to individuals interested in excess property. The seminar was designed to assist agencies and individuals in proper disposal and acquisition of excess property. The event drew over 100 individuals during the 3-hour session.

Health Fair: Held September 24, 2004, in the A.J. Celebrezze Federal Building. The CFEB hoped to: promote and encourage healthy lifestyle choices through increased awareness and by providing health care screenings, materials, demonstrations, and information, and to increase awareness of local, state, and national health care services and resources. The event included screening for high blood pressure, glaucoma, hearing, and diabetes. As a result of the health fair, 8 potential bone marrow donors were identified by the American Red Cross. Over 500 individuals attended the event.

Homeownership Fair: On August 13, 2004, the CFEB in Partnership with HUD conducted a homeownership fair at the AJ Celebrezze Federal Building. The focus of the event was to heighten awareness around federal programs designed to assist individuals with homeownership. The 4-hour event was staffed by HUD employees and was attended more the 100 federal employees.

Government on Display: Participants in the 2004 CFCLI program conducted a government on display project, to heighten the public's awareness of the federal presence in Northeast Ohio. The project utilized the high traffic areas of a public mall to showcase agencies and provide information to the public on government services and employment opportunities.

Summary Benefits of Cleveland FEB				
Type	Sub-Type	Unit of Measure	Impact	Cost Avoidance
Training (Cost Avoidance/Cost Savings)	Interagency	dollars	-	26,250
IMG/Shared Neutral (Cost Avoidance/Cost Savings)	Interagency	dollars	-	177,584
Leadership Development Program	Interagency	dollars		38,500
Hotel	Interagency	dollars	11,000	
Harvest for Hunger	Interagency	dollars	18,000	
Hate Crimes Conference	Interagency	dollars		50,900
Donations	CFC	dollars	1,853,000	
E-gov	CFC	dollars		12,000
CFCLI and CFC Volunteer Hours	300 hrs/\$20	hours	6,000	
American Red Cross	Blood and Marrow	1983 units	364,874	
City Mission	Clothing	75 pieces	375	
Harvest for Hunger	Food 4,000 lbs	pounds	8,000	
City Mission	Personal Hygiene Products	dollars	150	
Read-In	Books	Number	150	
Used Eye Glass Donations Program	Glasses (\$15/pair)	4,000 Pairs	60,000	
			\$2,321,549	\$305,234
Total Contribution			\$2,626,783	